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Office Memorandum • UNITED STATES GOVERNMENT

TO : CIA Records Administration Officer

DATE: 16 August 1961

FROM : Chief, Administrative Staff, NPIC

SUBJECT: NPIC Records Inventory, Fiscal Year 1961

REF : Memo from the Chief, Records Management Staff, Subject: Measuring Effectiveness of the Records Management Program.

1. As requested in the referenced memorandum, data concerning the National Photographic Interpretation Center's implementation of the Records Management Program for Fiscal Year 1961 is submitted herewith.

2. An inventory of NPIC Records for Fiscal Year 1961 yielded the following figures:

- (a) Records destroyed during Fiscal Year 1961 - ⁵⁸⁵525 cubic feet. ?
- (b) Records on hand at the end of Fiscal Year 1961 - 14,000 cubic feet.

3. Due to inaccurate component reporting for Fiscal Year 1959 and Fiscal Year 1960, the number of cubic feet of records held by NPIC for those years has been incorrect. The cause of this error has been located and the correct figures reflected in the Fiscal Year 1961 report as shown on Attachment A.

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Attachment A

RECORDS INVENTORY (ON HAND) NPIC

15 August 1961

	Linear Feet												Cubic Feet							1960-1961 DESTROYED
	Letter Safe			Legal Safe			3X5 Cards			5X8 Cards			Shelf Files			Map Cabinets				
OFFICE	1959	1960	1961	1959	1960	1961	1959	1960	1961	1959	1960	1961	1959	1960	1961	1959	1960	1961		
OD	0	0	0	32	34	48	2	2	0	0	0	0	8	5	23	0	0	0		
AS	6.5	6.4	8	11	17	24	-	-	0	1	1	1	2½	5	5	-	-	0		
SS	14	14	16	12	10	13	17	17	0	16	19	25	5	5	5	-	-	0		
RS	7	3	12	78	25	14	-	1	2	2	2	7	3	0	17	68	17	41		
PAD	5	2	19	51	162	183	-	7	6	4	16	98	6	33	34	68	119	261		
PD	6	20	0	11	36	51	-	-	0	-	-	17	-	10	30	-	156	166		
TISD	18	15	4	128	105	112	X	X	2	72	43	66	47	97	57	187	204	167		
DMD	30	79	81	366	526	494	4	13	70	53.5	482	635	*28,692	*44,507	9,132	1,174	1,150	2,788		
Total Lin Ft	86.5	139.4	140	689	915	939	23	40	80	148.5	563	849								
Total Cu Ft	58	93	105	689	915	939	2.3	4	8	37.1	14.7	212	*28,763½	*44,622	9,303	1,497	1,646	3,433		
Grand Total	1959	*31.046 Cubic Feet																		
Grand Total	1960	*47,334.7 Cubic Feet																		
Grand Total	1961	14,000 Cubic Feet																		
Destroyed	1960	863.4 Cubic Feet																		
Destroyed	1961	585.0 Cubic Feet																		

585

585

*Represents inaccurate component reporting for FY 59 and FY 60. This error resulted from the lack of understanding of the application of conversion factors for open shelf filing.